

[Date – no later than 14 April 2006]

[STLP Coordinator Name]

[School Name]

[District]

[Street Address]

[City, State, Zip]

Dear Ms. Wohlstein:

[Name of School] submits the enclosed entry for the “KYVL Create a PSA Video” contest. We have also submitted all planning materials – storyboard, script, drawings, etc. and we understand these materials along with our entry will become property of KYVL. Our entry and accompanying materials will not be returned to us and may be used in conjunction with other entries and materials for other promotions.

We have included in this letter the names of our participating STLP students, our principal and library media specialist. Our LMS has served as our consultant on KYVL resources. We have received the criteria for judging and understand that the Kentucky Virtual Library Outreach Workgroup will serve as judges for the contest.

Our video is in Windows QuickTime format on CD. Our CD is marked with school name, district, and labeled: KYVL PSA Video Contest. All copyright laws have been followed when using someone else's materials, ideas, music, graphics. Any use of music more than 30 seconds in length OR materials by another person or agency are properly credited. Permissions have been granted by those filmed in the video and are on file at our school.

We understand that winners will be notified in April prior to the Kentucky STLP Conference. Awards and certificates of recognition will be given at the conference during the awards ceremony on May 12th. **Entries are due by 14 April.**

Sincerely,

[STLP Coordinator]

Principal: [insert name here]

Library Media Specialist: [insert name here]

STLP Students Participating in Video Creation: [insert names here]